



Natural Resources Conservation Service  
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Harrisburg, PA 17110-2993

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May 10, 2007

**PENNSYLVANIA BULLETIN NO. PA 180-7- 4**

**SUBJECT: CPA – One Practice Schedule Per Customer Folder**

**Purpose.** To provide instruction for maintaining one practice schedule in a customer folder in the National Conservation Planning Database (NCPDB) to ensure data integrity.

**Expiration Date.** September 30, 2007.

**Background.** The Customer Service Toolkit (CST) is a software package for use in the conservation planning process to facilitate the development, presentation, and dissemination of information by Service Center field staff working in the field or in the office. When using CST to develop a plan for a new customer, or when revising an old plan, there will be one practice schedule in each customer folder regardless of the program(s). Multiple plan reports/contracts may be created from the practice schedule that is in the customer folder. Failing to follow proper protocol could result in double reporting, missed reporting and duplicate plans.

**Action.** In the future, when creating a new plan for a customer, one practice schedule will be placed in each customer folder. From this practice schedule, one or more plan reports/contracts can be made. If it is determined that there is a need for a plan revision, the existing practice schedule will be modified. A new plan report and/or contract can be developed from this practice schedule. For instance, if a customer decides to enroll in another program, such as CREP, the existing practice schedule will be modified to include new practices and a new conservation plan report and contract will be developed utilizing that practice schedule. The existing ArcMap project is also used.

For existing customers, if the customer folder has multiple practice schedules, all extras need to be deleted to ensure data integrity. It is important to note, however, that practice schedules with practices under current contract cannot be deleted. Also, if there are multiple customer folders for the same tract, the extra(s) need to be deleted to avoid duplication of information in the National Conservation Planning Database.

Instructions to accomplish these actions can be found in the attached document.

/s/

CRAIG R. DERICKSON

State Conservationist

Enclosure (1)

**DIST: AO**

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